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Minimum Qualification Specifications  
for the Class:

PLANT QUARANTINE MANAGER

**Basic Education Requirement:**

Graduation from an accredited four (4) year college or university with a bachelor's degree in one of the following areas:

1. Major in Entomology - the education must have included but is not limited to the knowledge of the general life cycle and habits of insects; characteristics of insects, inter-relationships between insect species, role of insects as vectors of human, animal, or plant diseases, beneficial and destructive insects, insect diseases, host-pest relationships, and methods of detecting and controlling insect pests. In addition, the background must indicate ability to identify insects at least down to family and in various stages of the life cycle, identify symptoms of insect damage and disease, identify common hosts of insect pests, and apply methods of control and prevent the spread of insect pests.
2. Major in Plant Pathology - the education must have included but is not limited to the knowledge of characteristics of plants, plant diseases, role of insects as vectors of plant disease, host-plant relationships, microorganisms and their relationship to plant diseases, agronomy, methods of controlling and preventing plant diseases. It also requires ability to identify plants and plant parts, recognize abnormal plant conditions, recognize symptoms of plant diseases, and apply methods to control and prevent the spread of plant diseases.
3. Major in Biological or Agricultural Science - the education must have included course work in entomology, botany and zoology. The course work must have included but is not limited to the basic knowledge of the life cycle of insects and animals; characteristics of insects, plants and animals; methods of controlling and preventing the spread of insect pests and plant diseases, and the relationship of insects, plants and animals to each other and bacteria, fungi, virus and other living organisms. It must also indicate the ability to identify plants, insects and animals; apply

basic methods of controlling insect pests and plant diseases; identify plant diseases, abnormal plant conditions and common insect pests.

Excess work experience as described under the Experience section below, or any other responsible administrative, professional, or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree as described above may be substituted for education on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

In addition, for all of the areas described above, the education background must also demonstrate the ability to write clear and comprehensive reports and other documents, read and interpret complex written material; perform basic arithmetical computations, and solve complex problems logically and systematically.

**Experience Requirements:**

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown below, or any equivalent combination of training and experience.

**Specialized Experience:** Three and one-half (3-1/2) years of progressively responsible professional work experience in a program of plant and animal quarantine inspection, certification, treatment and enforcement which involved performing or supervising one or more of the following duties and responsibilities: (1) inspecting carriers, cargo, mail, and other sources for plant pests and unauthorized, restricted or questionable material; (2) inspecting, certifying, and treating plant propagative and other material to facilitate export, import, or inter-island movement; (3) regulating and advising on restricted and non-restricted plants, plant materials, non-domesticated animals, and other agricultural products and materials.

Such experience must have provided applicants with knowledge of principles, practices, techniques and methodology of plant and animal quarantine inspection, certification treatment and enforcement. This involves the knowledge of characteristics of insects, plants, and animals including microorganisms; life cycle

of insects; symptoms of plant disease and insect damage and disease; pest and host distribution; biology of pest-host relationships; methods to control or suppress plant diseases and insects; effective types, dosage, exposure time and temperature of fumigants. It also involves the demonstrated ability to identify plants, plant materials, insects, prohibited animals, birds, fish and other marine life, microorganisms and accompanying disease; microscopically inspect nursery material to identify parasitic nematodes; recognize abnormal plant conditions and various plant disease; identify insect damage and disease; recognize common hosts of pests; and safely apply pesticides and other methods to control and prevent the spread of insect pests, plant diseases, etc. The experience must have also demonstrated ability to inspect and enforce regulations and standards; prepare written reports; speak clearly and effectively before groups; solve problems; relate effectively to the general public, personnel in the agricultural, transportation, and import industries, etc.; and perform basic arithmetical computations.

Supervisory or Staff Specialist Experience: Two (2) years of experience described in (A) or (B) below or any combination thereof:

- A) Work experience supervising others performing work as described under Specialized Experience above. Such experience must have demonstrated comprehensive knowledge of the subject matter area, and included: (1) planning, organizing and directing the work of others; (2) assigning and reviewing their work; (3) advising them on difficult problem areas; (4) timing and scheduling their work, (5) training and developing new employees, and (6) disciplining them when necessary; or
- B) Experience as a subject matter consultant in a specialized area or program function within a plant quarantine regulatory program. Such experience must have involved providing advisory, consultative and technical guidance to other plant quarantine inspectors, administrators and other government and private agencies and personnel, pertaining to quarantine methods and procedures and program activities; conducting studies and making recommendations to management for the development or revision of standards, policies, procedures and techniques pertaining to a quarantine regulatory function; and participating in program planning and evaluation.

Applicants who do not possess supervisory experience must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of

supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Administrative Aptitude: Applicants must possess administrative aptitude. Administrative aptitude will be considered to have been met when there is strong affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems (e.g., in planning, organizing, promoting, and directing a program, including policy and budgetary considerations; providing staff advice and assistance in such matters); interest in administration demonstrated by the performance of work assignments in a manner which clearly indicates awareness of administrative problems and the ability to solve them; completion of educational or training courses in the area of administration accompanied by the application of the principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and administrative capabilities; success in trial assignments to managerial and/or administrative tasks.

**Substitutions Allowed:**

1. Possession of a master's degree or successful completion of 30 graduate semester credits from an accredited college or university with specialization in entomology, plant pathology, biological or agricultural science, may be substituted for one (1) year of Specialized Experience. To be creditable, the education must have provided the pertinent knowledge and abilities indicated in the Basic Education Requirement section.
2. Successful completion of all requirements for the Ph.D. degree from an accredited college or university with specialization in one of the fields described above which provided the pertinent knowledge and abilities may be substituted for two and one-half (2-1/2) years of the Specialized Experience.

3. Excess Supervisory/Staff Specialist Experience of the type and quality described above may be substituted for Specialized Experience on a year-for-year basis.

**Quality of Experience:**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

**Driver's License:**

Applicants must possess a valid license to drive in the State of Hawaii.

**Selective Certification:**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

**Tests:**

Applicants may be required to qualify on an appropriate examination.

**Physical and Medical Requirements:**

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position with or

without reasonable accommodation will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resources Development.

**Mental/Emotional Requirements:**

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is an amendment to the minimum qualification specification for the class PLANT QUARANTINE MANAGER, approved on October 22, 1982.

DATE APPROVED: 11/14/01

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DAVIS K. YOGI  
Director of Human Resources Development